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WRITING

Articulate, Speak, and Write Concisely

Concise speech and writing are perfect, instantaneous, a pleasure to hear or read, and they save time and effort, two things that boil down to money. Wordy speech and writing are the opposite. By articulating their sentences concisely, anyone can say or write any statement using around 20% fewer words in about 20% less time.

This concise articulation manual shows you how to reduce an 11-word sentence like, “Never use a longer word where a short one will do”, to 6 words, “Use the shortest words that work”.

The more you write, the more you think; the more you think, the better you think and write.

WORDY • *Concise*

despite the fact that • *though*

does not have to • *needs not*

does not have any • *lacks*

due to the fact that • *because*

for fear that • *lest*

he did not have any • *he had no*

if I would have known • *had I known*

if it weren't for • *but for*

in what other way • *how else*

Three Steps to Articulate Concisely

1) Look at each word you wrote in your draft and ask yourself:

Do I need that word to make that sentence work?"

If you don't need it, delete it!

2) If you wrote a long word, search for a short synonym in Microsoft Word, right-click on the word, select "Synonyms", and choose one.

3) If you wrote the same idea more than once, delete the repetition(s).

Omit NEEDLESS WORDS and Use Short Ones

Cornell Professor, William Strunk Jr. gave us the solution to wordiness: "Omit needless words" because "vigorous" speech and "writing" are "concise, a sentence should contain no unnecessary words, and a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines, and a machine no unnecessary parts." David Lambuth advised, "Always use the simplest and shortest words". Robert Hartwell Fiske, a concise writing pioneer and expert, wrote 20 of the most helpful books on how to write concisely.

Though it will take you longer to make your first 100 sentences concise, than if you had left them wordy, the "Three Steps to Writing Concisely" will help you make any sentence concise, and put you on track to automatically and extemporaneously speaking concisely and writing concise first drafts.

Write Each Basic Idea on a New Line

Writing one basic idea per line is the way to let you see if you need to reorder words or make other improvements.

To figure out the best order to place a sentence's different parts, write each part in a column, as in:

My family and I will fly to

Egypt

to see

the pyramids
China
to see
the Great Wall
Africa
to see
the wild animals

Create an Outline

An outline is a list of the things you will write about in your paper. Write an outline and reorder the entries. Outlines are like skeletons you can add muscles to. However, you do not always need to write an outline.

Write Subtitles

Every paper must have a **thesis** (a point of view the writer is willing to fight for).

Every paragraph must have a **topic sentence** that expresses the paragraph's main idea.

Each sentence must have a **subject and a verb**.

Each clause must have a **subject and a predicate**.

To help you write or insert sentences into the correct paragraph, type **Bold Subtitles** that specify each paragraph's topic as this book does. If you choose to submit your paper with subtitles, format them MLA or APA Style.

Highlight Each Paragraph's Key Words

To optimize the order of your paragraphs, highlight each one's keywords and, if needed, relocate them.

Select the Best Word Later

"A choice of words is a choice of worlds" (James R. Andrews). The next time you speak with someone, use at least one unique word. It'll make you sound and look good.

Because your brain always knows what you are feeling and thinking, sometimes it sends the word you need to say that moment, to you. Other times, you have to find it on your own.

When you can't remember a word, write a line of underscores _____, and fill in the blank later.

When you are not ready to choose which word to use, write all the words you are considering using, inside a set of brackets and insert a semicolon between every two

entries, as in [ABUNDANT; AMPLE; COPIOUS; LOTS OF; MANY], and select one of them later.

Do the same thing when you are not sure how to articulate a feeling, a thought, an idea, or anything else. Handwrite or type the various versions you come up with, inside a set of brackets, and insert a semicolon between every two versions, as in [I LIKE YOU; BEING WITH YOU IS FUN; YOU'RE THE BEST; I LOVE YOU]. Select the best one later.

Simplify and Shorten Messages

The mind's supernatural-like power (usually always correctly) fills in gaps, blanks, or other voids. Knowing that other people will comprehend them, anyone can say or write statements that exclude one or more necessary words.

Word Order Changes a Statement's Meaning

Any writing's first sentences are crucial because they must convince their readers to continue reading. However, "in each sentence, the last word has the greatest impact" (William Strunk, Jr.). The first paragraph usually states a paper or other work's main idea or thesis and why it is important.

The following two pairs of sentences, "Is he coming?" and "He is coming", and "Dog bites man", and "Man bites dog", prove how saying or writing words in a different order states a very different, often opposite, meaning.

Correct word, clause, sentence, and paragraph order are crucial because order establishes meaning and importance. Order also boosts comprehension and impact, and modifies any statement in other ways.

To discover and confirm the best word order, write the same statement or sentence differently. And always order things preferably alphabetically and from:

- small to medium to large;
- few or less to more;
- close to near to far;
- familiar to new;
- the rule to the exception, and
- most important to less important

In a specific situation, you can instead go from new to familiar, etc. But don't go forth and back.

After you identify a paragraph's "topic sentence", its core or basic message or its gist, by and summarizing, condensing, deleting unneeded words, and replacing long words with short synonyms, occasionally, a paragraph can be rewritten using less sentences, or encapsulated into one compound or complex, or compound-complex sentence (a sentence that has two or more coordinate independent clauses and one or more dependent clauses).

Keep sentences that are about the same topic together.

And to easily reorder paragraphs, print them, cut the paper above and below each paragraph and switch them around to discover the best order.

Clap or Tap Once After a Comma

Each syllable makes one beat. Concise expressions have fewer syllables, thus fewer beats. To master syllables and beats, and speak and write more rhythmically, clap your hands or tap your thigh.

- **One time** for a comma (,)
- **Two times** for a semicolon or colon (;)
- **Three times** for a period (.)
- **Four times** after a paragraph.

Rewrite Each Sentence in a Few Ways

Each sentence says exactly what you want to say in the exact way you want to say it, or it doesn't. Keep rewriting each sentence differently until you achieve that.

The first way to articulate any sentence differently is by flipping its clauses, as in:

- 1) Attention is the first thing individuals give or deny.
- 2) The first thing individuals give or deny is their attention.

To find the best way to articulate a sentence, reorder its parts. For example, if a sentence has three clauses, itemize them, write each one on a separate line, and also (or only) write each clause on a "Post-It" Note or an index card, stick them on a wall and reorder them in the following six ways:

1-2-3 • 1-3-2 • 2-1-3 • 2-3-1 • 3-1-2 • 3-2-1

You can use the same reordering method to—regardless of a sentence's length—reorder any sentence's parts. You can even reorder the words in a specific clause.

Highlight each sentence's keyword(s). As you highlight them, you may see ways to:

- 1) rewrite the sentence,
- 2) divide one sentence into two or more sentences, or
- 3) combine two or more sentences into one sentence.

Anytime you see a way to improve how you articulated something, and you are on your computer, make that improvement on the spot to make sure you do not forget to make it.

An extremely helpful way to grasp what a phrase or a sentence is really saying or attempting to say and uncover its core message is to rewrite it in a way that expresses the opposite meaning of what the original phrase or sentence says.

Say Things in a Positive Way

Say, “remember to _____”. Don’t say: “Don’t forget to _____”.

Don’t Say “This” When Referring to “That”

“This” is not “that”, and “that” is not “this”. “Here” is not “there”, and “there” is not “here”.

When referring to a word, fact, or idea you expressed or quoted in a previous sentence or elsewhere, refer to it as “that”, not as “this”. For example, if you said or wrote, “Some people believe it’s unethical to take advantage of others”, in any subsequent sentence, refer to “that” idea as “that idea”, not as “this idea”, because the only place you can logically refer to an idea as “this idea” is in the sentence where the idea in question is mentioned or described.

Write by Speaking

Use the Google Dictation app to transcribe what you say into a Gmail or into Google Docs. Not needing to type or handwrite lets you use more energy to feel, articulate, and speak.

Listen to a Text-to-Speech App Narrate What You Wrote

Hearing a text-to-speech app read what you wrote will help you comprehend, edit, and rewrite it better. Also record yourself reading out loud what you wrote, so you can scrutinize it and perceive things you could not perceive as you spoke.

Write the Hyphen on the Next Line

When there is insufficient space to write an entire word at the end of a line, everyone types a dash and writes the remaining part of the word at the beginning of the next line. The problem-challenge-and opportunity is that that conventional way does not give readers a way to differentiate a “unhyphenated word” from a “hyphenated word”.

Anytime there is no room at the end of a line to write the entire compound word, we, the authors of this handbook, suggest everyone write the word’s first part, not write or type a dash, and at the beginning of the next line, write its hyphen followed by its second word or words.

For example, if at the end of a line there is insufficient space to write the hyphenated compound word “sign-in,” because there is only space to write the word “sign,” everyone writes “sign” followed by a dash, and they write the “in” at the beginning of the next line.

I suggest we all write “sign” at the end of the first line, and start the next line with the hyphenated compound word’s hyphen, followed by “in” (“-in”). That new way lets

readers know that a hyphenated word, not a regular, thus unhyphenated word, was separated.

Do not apply the above technique in any paper you submit for a grade until the Modern Library Association and the American Psychological Association (APA) rejects or approves my proposed new way of indicating that a word was separated at the end of a line.

Specify the Exact Source

Do not say, for example, "the government" has approved, or announced _____. Write, for example: "The Secretary of Health and Human Services, Xavier Becerra, announced that " _____. Specify who did or said each thing you tell your readers someone did or said; and as best you can, specify exactly who or what institution or group ordered, did, or said something. In parentheses, before the period, you may like to indicate the date or year that action took place, as in "(2008)".

Handwriting Connects You To Your Soul

Though handwriting is slower, it is the far superior way to write, because by using more of your neck, shoulder, arm, hand, and finger muscles it connects you more directly and deeper with your feelings, your thoughts, and your soul.

Let your writing hand move on its own. Let your guts and your soul steer your hand. Get out of the way. Never censor yourself. What you write will amaze you.

Internalize "The Bedford Handbook"

"The Bedford Handbook" helps everyone comprehend, teach themselves and review everything about academic writing.

Edit Using Four Different Colored Pens

Text marked up and comments written in different color inks are easier to distinguish, edit and rewrite. Write with a black or a blue pen, but use a red, green, blue pen, or black pen to edit and write notes on a print(OUT) of what you wrote. (You need not say OUT after "print".)

ARTICULATE CONCISELY

Reduce Production Costs, Improve and Quicken Communication, and Increase Profits

It costs at least \$1,000 per/minute to produce a movie, and around \$100,000 to produce a 30-second television commercial and broadcast it nationwide. To spend the least time, labor, and money producing media, and earn the largest profits, every movie, documentary, and every television commercial and every television program script uses only concise expressions.

To use the least words and the least pages, not waste time and energy, and also save their readers time and energy, almost every one of the 1,260 newspapers and other periodicals printed daily in the United States and thousands more printed in different places around the world are written concisely.

Use the Shortest Synonyms

LONG • *Short*

abysmal • *bad*

accommodations • *rooms*

confabulate • *talk*

conflagration • *fire*

depart • *go*

permutation • *change*

precipitation • *rain*

superannuated • *old*

tergiversation • *lie*

Each word usually has one or more short synonyms. If you have time, find one for each word in each sentence you write, and if it works, replace the long synonym with the short one. Some adverb and verb pairs can be replaced by one word, the way “whispered” supplants “talked quietly”, and in so doing simplifies and improves the message. You can choose from over 250 adverbs and countless adverb and verb pairs (<https://7esl.com/list-of-adverbs/>), and you can also find one word synonyms for some of them, and if they work better, use them instead of the pair.

To know which synonym is shorter, type them one above the other, and count the number of letters, spaces, and syllables each synonym has. For example, “To my surprise” has 3 words, 12 letters, 4 syllables, 2 spaces, and is 14 units. “Surprisingly” is 1 word, has 12 letters, and 4 syllables. Some concise words, like “surprisingly”, encapsulate two or more words or a phrase into one word.

For situations that require a single command word, there is “sit”, “breath”, “catch”, “duck”, “eat”, “go”, “listen”, “read”, “relax”, “rest”, “run”, “spin”, “stand”, “start”, “stretch”, “write”, and others. Each of those words states a complete thought, and each one is a complete sentence.

The shortest sentence is: “I am.” The most used word in the world is: “Okay”.

Use Parataxis Sentences

Parataxis sentences contain only independent phrases, omit the seven conjunctions that connect clauses (for, and, nor, but, or, yet, so — called “the FANBOYS”, a word created with the first letter of each of those 7 conjunctions), omit transitional phrases, and linking words, such as: “but” and “because”, and give each clause equal power.

A sentence’s last word has the greatest impact. Its first word has the second greatest impact. Any clause that follows a clause has just a little more impact than the clause that precedes it. Two separate and famous parataxis-type sentences are:

1) “I came, I saw, I conquered” (Julius Caesar).

2) “It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity” (Charles Dickens).

Use Ellipsis

The most common definition of “ellipsis” is the three periods in a sequence (...) to indicate either:

- 1) The omission of a word or words from quoted material.
- 2) Trailing off into silence in a dialogue or train of thought.
- 3) Hesitation.

However, an “elliptical sentence” is one where one or more words have been omitted to make it more concise.

Writing that does not explain every detail is more dynamic and stimulating. In old English, omitting a verb of motion was common, as in, “Shall we on and not depend on you?” Under time pressure, it is okay to say or write things counting on the mind’s supernatural-like ability to instantly supply the (usually always) correct missing word(s) that complete incomplete sentences.

Take advantage of its supernatural-like abilities, and develop your ability to—when you think it’ll work—omit a word or two that make a sentence complete, but may be unessential, thus expendable.

In the following incomplete sentences, the words that are unessential and can be omitted are in all caps. A bullet separates each long sentence from its shorter version (presented in italics), which though it is incomplete, works.

— (I) thank you • *Thank you.*

- Her hair is red, her eyes ARE green • *Her hair is red, her eyes green.*
- DO not USE sentence fragments! • *No sentence fragments.*
- I (HAVE) MADE UP MY MIND TO never LET HIM DO THAT TO ME (EVER) again! • *Never again!*
- The shorter SOMETHING IS, the better IT IS. • *The shorter, the better.*
- How IS THAT POSSIBLE; WHY (DO YOU SAY; IS) THAT? • *How so?*
- (HAVE) SAID WHAT I NEEDED TO (SAY). • *Nuff said.*
- I (HOPE I; TO; WILL) see you LATER. • *See you; See 'ya.*
- (It is impossible to; No one can) win every single time. • *You can't win'm all.*
- It's very nice to meet you. • *How do you do?; How's it going?*

Apheresis Words

Apheresis words eliminate a word's first syllable, such as RO from "ro•bot", to create "bot." A from "a•live" to create "live." HAM from "ham•burger" to create "burger." U from "you" to create "yo". And E from "e•nough" to create the word "Nuff", as in, "Nuff said."

Apocope Words

Apocope words cut off a word's last syllable or syllables. For example:

all caps deletes ITALS from "all capitals" and adds "all"

bike deletes CYCLE from "bicycle" and adds "ke"

bio deletes GRAPHY from "biography"

cig deletes ARETTE from "cigarette"

deli deletes CATESSEN from "delicatessen"

demo deletes NSTRATION from "demonstration"

diff deletes ERRENT from "different"

exam deletes INATION from "examination"

op deletes PORTUNITY from "opportunity"

perp deletes ETRATOR from "perpetrator"

Compound Words

Compound words combine two or more words to better express a larger idea. Nouns, verbs, adjectives, adverbs, and prepositions like: "inside", "outside", "within", and "without" can be compound words. Examples include: "babysitter", "bedroom", "blackboard", "clockwise", "meatballs", "sign-up", "supersonic", and many others.

Some compound words are hyphenated, such as check-in, ex-wife, eye-opening, full-scale, mind-altering, old-fashioned, over-explaining, re-elect, self-imposed, short-term, and tight-lipped.

Some compound words contain more than two words, such as “up-to-date” and “mother-in-law”.

In most cases, a compound adjective is hyphenated if placed before the noun it modifies but not if placed after the noun. For example, “a long-term solution” or “the most up-to-date User’s Guide”.

Open compound words have a space between words. Closed compound words do not. Hyphenated compound words have a hyphen between words.

Do not hyphenate “on the spot,” “tone of voice,” or “counterproductive.”

Portmanteau Words

Portmanteau words combine two words into one, and sometimes delete a prefix, a suffix, or one or more letters from one or both words. For example:

Brunch deletes EAKFAST from “breakfast” and L from “lunch”

Moped deletes TOR from “motor” and PED from “pedal”

Motel deletes TEL from “motor” and MO from “hotel”

Spork deletes ON from “spoon” and F from “fork”

Your Realtime Concision Alarm

The more concise expressions you learn,
the sooner you will integrate them
into your thinking,
the sooner your brain
will feed you
the concise way
to articulate each thought.

Anytime you read, hear, or merely
think of saying or writing
something wordily,
your Realtime Concision Alarm
will ring
to warn you that

a word or expression
is unneeded,
and as often happens,
obvious.

The above two sentences use the “One Basic Idea Per-Line” method.

Contractions Can Help

Contractions combine two or more words in a shortened form and substitute an apostrophe for the missing letter(s). Though contractions are not used in formal writing, in life, everyone uses them because they make the point faster.

Use a contraction if it will not degrade your statement, use it. But do not use them in academic, business, formal, or technical communications (unless you are quoting someone).

Do not say or write “would of”, “could of”, “should of”, “must of”, “might of”, “may of”, “ought to of”, or “shouldn’t of”, “mightn’t of, etc. In all those expressions, replace the “of” with “have”, as in “would have” instead of “would of”.

Telegraphic Writing

Around 1837, Samuel F.B. Morse created Morse Code, seven years later, he created the “telegraphic style” of writing. An unmistakable writing style that works, but is choppy, overly concise, and distracting. Only use it to write telegraphs, or to take notes.

“Success four flights thursday morning all against twenty one mile wind started from Level with engine power alone average speed through air thirty one miles longest 57 seconds inform Press home Christmas. Orevelle Wright 525P”

On December 17, 1903, Orville Wright sent the above paragraph in a Western Union telegraph from Kitty Hawk, North Carolina to his brother.

Telegraphs are not models of perfect writing. In the telegraph’s actual text, “Thursday” was not capitalized. “Twenty-one-miles” has no hyphens. “Orevelle” was misspelled. And an “M” and a period were not typed after “525P”.

Be Wordy at Times

Sometimes, it’s fun to hear and say wordy expressions in a casual conversation, to hear them in songs or sing them, or to read and write them. And sometimes, even in serious situations, only a long or fancy word or a wordy expression can be the perfect ones to say or write.

However, in business or other high-stakes situations, do not use wordy expressions because they slow down message delivery, degrade communication, rob time, energy,

and money, muddle every listener or reader's thoughts, and make people less alert and less productive.

WORDS

Words Control Each Human Being

Life revolves around words, and words connect us. Though words are only a series of sounds or letters, each word each person thinks, says, hears, or reads causes them to— usually automatically and often uncontrollably— react emotionally and physically.

“Words have profound suggestive power” (Norman Vincent Peale). “Language makes things appear or disappear” (Nicole Brossard). “Those who tell stories rule the world” (Hopi Indians).

Words make things happen. They tell everyone what is, what is not, and who and what is more important. They control how everyone feels, thinks, and acts. They connect people. They let us express ourselves perfectly, sometimes extemporaneously, sometimes after a lot of writing, editing, and rewriting.

Words also let us invent, write, and tell stories; they let us describe things, and tell others how we are feeling. They let us tell others we love them or hate them. They let us complain, and they let us share information with our friends and tell lies to our enemies. They let us thank other people, and God.

Words start, stop, or keep things going. They can heal or injure, but they cannot kill. Words are like cash or muscle, and they let people do things or get others to do things, often instantly! Some words are more powerful. And saying the right word(s) at the right time to the right person or people in the right way can instantly improve, or flip a situation (AROUND).

Each word is part of a network of all the words that have something in common with it, and it includes every word that sounds like it, its synonyms, and the words that have the same prefix, suffix, or core word.

Words also have connotations, the ideas or feelings that are linked to a word. Connotations can be positive, neutral, or negative. For example, though the words “aroma,” “smell,” and “stink” are all synonyms of the word “odor,” “aroma” has a positive connotation, “smell” can have a positive or a negative connotation, but “stink” means the smell is terrible.

The names of products, newspapers, magazines, books, songs, radio or TV shows, movies, and slogans or words used in clever even tricky ways convince consumers to buy specific services and products. Words accomplish an unlimited variety of good or bad things and directly or indirectly direct or steer, reward or punish, and encourage or discourage individuals, millions or billions of human beings to do or not do specific actions. The song, “Signs”, by the Five Man Electric Band, said: “Sign, sign, everywhere a sign. Blockin' out the scenery, breakin' my mind. Do this, don't do that. Can't you read the sign? (1970)”.

Words act as liaisons between feeling, thinking, and the thing or things each word represents. We need words to think correctly and figure things out in ways could not figure things out without them. Words connect our thoughts to objects and events, can represent them, and let us think better. Though we also think by calling to mind or imagining still or moving images, colors, textures, sounds, songs, numbers, emotions, and many other things, words are easier to process and usually let us think faster and better. Without words we could not think, communicate, live as well as we do, and progress as much and as quickly as we progress. However, not every word is good and brings about good things, and not every word is used to do or bring about good things.

Only human beings can speak; dogs, for example, can only bark, bite, or fight.

Use Uncommon Words

As you learn more new words, you will start regularly using a number of advanced words. To look and sound smarter, and even make some people remember the instant you said an advanced word, occasionally say one or write one—there are thousands of them. One day in Lakeland, Florida, unintentionally I dazzled a police officer by saying “apparatus” in one of my sentences.

The 84 Types of Wordy Expressions

1. ambiguities
2. buncombe
3. buzzwords
4. circumlocutions
5. clichés
6. coded messages
7. complicated words
8. contradictions
9. convoluted phrases
10. detractions
11. digressions
12. distractions
13. diversions
14. double entendres
15. double negatives
16. double positives
17. double-talk
18. echoes

19. euphemisms
20. evasive language
21. excessive details
22. expletives
23. fallacies
24. fillers (ah, err, umm)
25. fluff
26. foreignisms
27. guessing games
28. going off-topic
29. hedging
30. hesitating
31. hypocrisy
32. idioms
33. illogicalities
34. impossibilities
35. imprecision
36. indirect language
37. incorrect word order
38. inverted word order
39. irrelevant information
40. jargon
41. legalese
42. long (pregnant) silences
43. medicalese
44. meandering
45. misattributions
46. mistaken words
47. mumbling
48. mixed messages
49. nonsense

50. not being specific
51. not speaking loud and clear
52. obfuscating
53. on-the-nose descriptions
54. overexplaining
55. overusing adjectives
56. overusing adverbs
57. oxymorons
58. padding
59. parroting
60. paraphrasing
61. pleonasms
62. pompous words
63. puns
64. puzzles
65. rambling
66. rapping
67. redundancies
68. reduplicates
69. repeating
70. rhetoric
71. riddles
72. slogans
73. spanonyms
74. stalling
75. tags
76. talking in circles
77. vagueness
78. verbiage
79. verbosity
80. warm-ups

- 81. wind-ups
- 82. winding
- 83. word-play
- 84. zigzagging

English Is the Most Useful Language

English is one of the most successful, most effective, most efficient, and most useful languages. It has the highest “Information Density Rate Per-Syllable”, contains 171,476 words, and has become the universal language, in part because it is intrinsically concise. The most concise language is Chinese, Mandarin in a form of Chinese. Though English, Chinese/Mandarin, and Spanish are the world’s most spoken languages, more people are learning English.

Like all languages, English is a mindset and a spirit. English is spoken in the United Kingdom, Ireland, Canada, Australia, New Zealand, and is the official language of about 70 other nations. And English has been fundamental in making it possible for Americans to continue attaining unprecedented successes which create a momentum that produces even greater successes. English is also the heart of “American Know How”, and of the American English-speaking reality, an in many ways far superior reality.

By re-design, Chinese is far more concise than English. If you are already enjoying the many benefits of communicating concisely, or see that it will help you tremendously, also read, “How to Write, Speak, and Think More Effectively” by Rudolf Flesch (1946). In Chapter One, “Let’s Start With Chinese”, Rudolf Flesch explains why and how the Chinese started to simplify their language much before 500 B.C. He is the author of “Why Johnny Can’t Read”, was an exceptional writing consultant and author, and a spirited proponent of Plain English in the United States. He created the Flesch Reading Ease Test and co-created the Flesch-Kincaid Readability Tests, and also advocated using phonics rather than sight reading to enable students to sound-out words, especially the unfamiliar ones.

Use Rhetoric Sparingly

Rhetoric is the art of persuasion, which along with grammar and logic is one of the three ancient arts of discourse. Rhetoric informs, persuades, or motivates. Aristotle said rhetoric is “a combination of the science of logic and of the ethical branch of politics”. Because it is pretentious and wordy, it is almost the opposite of concise communication, so use it sparingly. Nonetheless, it seems most people enjoy hearing or reading it.

The Transposed Letters Effect

“I cdn'uoit blveiee taht I cluod aulacilty uesdnatnrd waht I was rdanieg: the phaonmneel pweor of the hmuan mnid. Aoccdrnig to a rseearch taem at Cmabrigde Uinervtisy, it deosn't mtttaer in waht oredr the ltteers in a wrod are, the olny iprmoatnt tihng is taht the frist and lsat ltteer be in the rghit pclae. The rset can be a taotl mses

and you can still read it without a problem. This is because the human mind does not read every letter by itself, but the word as a whole. Such a condition is called Typoglycemia.

Amazing huh? Yeah, and you always thought spelling was important (2003)."

As long as the first and last letters of a word are not moved, and the word contains all its letters, even when its letters are transposed, the mind applies its supernatural-like abilities, instantly figures out, and tells the reader the correct word.

Use the Words You Learn

"The limits of my language are the limits of my world" (Ludwig Wittgenstein). One new word can open the door to a new world.

The most significant difference between people is how many words they know. When you start using a new word, you add it to your "Personal Vocabulary" — the set of words that controls more parts of each individual's life than most people think.

Learning and using new words every chance you get is one of the most rewarding, easiest, fastest, and perhaps the least expensive ways to improve. Always look up each word you come across but don't know. Using new words, you gain leverage, and they can help you negotiate the price of an item you purchase, a raise, and other things.

Today you know more words than years ago, and they let you do countless things you did not expect to be able to do, and they are letting you live better. When you know many words, you don't just think of one word, such as "change", for example, you think of many of its synonyms, such as "adjust", "alter", "flip", "modify", "morph", "move", "switch", "transform", and others.

Download the Merriam-Webster Dictionary and anytime you read a new word, look it up. Make learning a new word every day a part of your life.

To learn how a specific word originated and how and when it changed, download the Etymology Online app.

Though some new words may sound awkward, the more you use them, the nicer they will sound.

Write Each Thought As You Think It

The most accurate way to write a thought is by writing it as you think it, and to write each of its basic ideas on a separate line. Writing your thoughts also helps you think thoughts you might otherwise not have thought.

Keep an Audio-Journal and Transcribe It

Writing lets anyone transform their thoughts into words. Seeing them as words makes them easier to clarify, modify, sort, and perfect. Keeping a journal helps you get to know yourself best. To ensure that the best ideas you think and the remarkable things you experience or accomplish do not vanish, and to review and learn as much as possible from them, or relive them — jot them down in a notebook or audio-record

them and transcribe the best ones later. Or say them to the “Google Dictation” app in Gmail or Google Docs. They will transcribe each word you say. Give each journal entry a unique title. To find them, type an access code such as “ppp”, and email them to yourself.

Keep a Thought Log

“One thought leads to another.” The most productive way to think is by writing your thoughts, because only by writing them can you transform them into words you can speak or write, read, edit, rewrite, save, and share.

By writing your best thoughts in your Thought Log, you can track them and see how a specific thought affected you and others. Email your Thought Log entries to yourself, and to find them include an access code, such as “111”.

Keep an Error Log

Errors set people back and cause pain. The later in the day it is, the more errors people commit. Older people commit more errors.

To remember what caused a specific error, learn the lesson, and look for ways to prevent it, write a detailed description of each error you commit and email it to yourself.

Facial and Body Messages

Smile because when anyone smiles, it brings out their most pleasant tones of voice. Each individual’s presence alone, their face and body, and how each individual positions their body shoot out strong messages.

Everyone also uses their body to tell others if they like or dislike them and how much. The four most common non-verbal ways people express themselves are by facial messages, body messages, how they stand, and the tones and other characteristics of their voice.

SPEAKING

Each Syllable Makes One Beat

To know how many syllables a word has, count them. For example, the word “tar•get” has 2 syllables and 5 letters (25). The word “goal” has 1 syllable and 4 letters (14). In the parentheses, the regular size number states the number of syllables, the superscript number states the number of letters.

In each word that has two identical letters next to each other, such as in the word SYL•LA•BLES, each of its two identical letters is always part of a different syllable.

When a word has more than one syllable, insert a bullet between each of its two syllables (option eight on Macintosh computers), then count the word’s total number of syllables.

Tone of Voice

How you say what you say is as important as what you say. And knowingly or not, each individual says each word in a tone of voice that is pleasant or an unpleasant.

Very few people realize that tone of voice is each spoken word’s nonverbal partner, that tone of voice is extremely effective in getting others to do or not do a certain thing, and that because it works so well, knowingly or not, many people use it to manipulate others.

Over a million years ago, in the lands that are now Ethiopia, an Australopithecine (an ancestor of Homo Erectus, and of our species, Homo Sapiens) might have been our first ancestors to say a word. And that word might have been “Ah!”, which means “Hey!” But “Ah” might have been merely a nonverbal vocal sound. Today we continue saying “Ah” to express surprise, pleasure, sympathy, realization, or as a different way of saying, “Hey!” Before our ancestors started to use words, everyone only communicated by making faces, making gestures with their arms, and I suppose, like apes do, less often with their legs. Many scientists posit the way they expressed specific feelings, thoughts, intentions, goals, and everything else they needed to tell others was primarily by making fluctuating sounds with their voice. Not being able to speak, I speculate that they also pushed, shoved, and hit one another often. “The impact speaks”, “*el golpe avisa*” they say in Spanish.

In certain situations it is common for individuals to instantly change their tone of voice and say things in a different one. As time goes on, each individual’s Overall Tone of voice also changes.

Speech is melodic because aside from modulating their tone of voice, everyone also raises and lowers the pitch and volume of their voice to better express their emotions and be better understood.

Each individual's "voice", and his or her "Overall Tone of Voice" (which is not the same thing), like each individual's face and fingerprints, are one-of-a-kind, easy-to-identify.

Anytime two individuals are in one another's presence, the first thing they automatically do—mainly with their eyes and face—is tell one another who each one believes is better, and what type of person each one thinks the other person is.

Having declared that, each person's tones of voice (usually unconsciously) will, usually not knowing for sure what identity the other person has of themselves, but as best they can quickly piecing it together, reinforce the identity the other person has of themselves, or give them a better or a worse identity, usually to get them to do, or not do, something.

Intentionally or not, the tone of voice each person uses as they speak also tells others how the person feels about themselves, about the person or people they are speaking with, about the situation, and about the other individuals who are involved in a situation or a controversy.

And usually unconsciously each person's tone of voice always also says how much the speaker likes the person they are speaking with and whether they consider them to be inferior, equal, or superior.

Though the tone anyone uses to say a word usually matches its meaning, sometimes a speaker's tonal messages will differ from or contradict the message or messages they expressed only using words. Tone of voice can also be, depending on the speaker's talents, faked to make the person sound more or less important and powerful than they are, or to distort other things.

Always, and to varying intensities, the tone of voice each individual uses to say each word or phrase is neutral, positive, or negative and can quickly change. A tone of voice can be anything. It can be happy, sad, supportive, threatening, it can express relief, and almost every other thing.

To grasp the all-important fact everyone will be wise to remember, that anyone can say any word in an almost unlimited variety of ways, say "fine"—or any word—in different ways. And, preferably by covertly recording them, and/or recording yourself speaking, do your best to identify which tones of voice different individuals, and you, used.

Tone of voice makes speech tremendously effective, but it does not does not make speech any more concise.

Though "tone of voice" says it best, the technical and formal way to say "tone of voice" is "intonation".

Each Statement is a Melody

Statements are melodies; melodies are statements. Anytime any individual says anything to someone who can hear them and see them in person or remotely, they send three types of messages.

- 1) their facial and body messages
- 2) their words
- 3) the tone(s) of voice used to say each word

Each person says each syllable of each word in a tone that matches only one specific music note. To comprehend the melodiousness of speech, and tone of voice and record a conversation and listen to it on an app like “Garage Band” or “Logic”. Create a separate music track for each speaker. On each speaker’s corresponding music track, on a piano or other instrument, one after the other, under each syllable of each word each person said, play the note that matches the pitch of that syllable’s pitch. For example, everyone usually says, “That’s great!” in a lower note, followed by a higher note. On the solfeggio scale (the do-re-mi-fa-so-la-ti-do scale), “That’s” matches DO. And on the next octave, “great” matches RE. Mute the voice track and play and listen to the music notes. They will sound like a melody.

In his groundbreaking, exemplary books, Robert Green explains that to prevent being taken advantage of, people rarely say what they think, and instead typically say what they believe the person they are talking with wants to hear them say.

Legally Audio-Record Your Conversations

Everyone’s unprecedented ability to photograph, audio, and video-record anything and anyone at any time on a smartphone is increasing transparency and launching what could become the “Era of Perfect Accountability.”

Though the thoughts and the words we think are invisible, we can say them and we can write them. To have an audible record of exactly which words an individual said, the tones of voice and the order they said them in, the speed at which they spoke, and other characteristics, audio-record them.

As long as you are one of the two individuals you are recording, you can legally record any in-person or telephone conversation without informing the other person that you are recording them. People get nervous when they know someone is recording them. Do not tell a speaker that you will be recording them.

If someone tells you, “I will pay you \$700 for the work,” but when you deliver it, they say, “I said I will pay you \$300,” — your audio recording will prove what they said.

Listening to your recorded in-person and telephone conversations, you will hear subtleties you did not hear while speaking with the person you recorded.

Those recordings will also help you compile your “Personal Vocabulary” — the list of the words you regularly use. Use it to decide which words to start or stop using. Using or

not using a specific word or phrase can change your life. Listening to a recording of you talking with someone will also help you pronounce and enunciate words better.

Visualize each word you say as a red ball you are gently passing underhand to the individual you are speaking with. Speak at a moderate speed, saying each word separately (staccato style). Do not overlap words. And never speak too fast, like a machine gun; or too low, as if you were only saying something to yourself.

Discuss One Issue at a Time

Believing that throwing in a different topic into a discussion or argument will make them look smart, but most likely oblivious to how counterproductive that is, some people throw them in. However, it is best to focus exclusively on one issue, resolve it, then talk about a different issue.

THINKING FASTER

Thinking Faster Can Save Your Life

Timing is everything". "A stitch in time saves nine". Thinking fast can save your life. "Our remedies oft in ourselves do lie, which we ascribe to Heaven" (Shakespeare).

Time flies and never stops. No one can create it, buy it, or substitute it. Sometimes we need to think slowly about the details of a situation. Other times we need to think fast to, for example, react quickly, or prevent others from taking advantage of us.

When you need to think fast, think using short, simple, concise words because you can process them faster. Do not think using a wordy word or phrase; if they appear, ignore them.

Think About Only One Topic at a Time

In any "zero-sum situation", anytime one part or participant wins, every other one loses. Thinking is a zero-sum situation. In a thinking session, think about only one topic at a time to not disperse your thinking or dilute it.

We think using different inputs, such as the things we're looking at, hearing, smelling, touching, tasting; remembering, imagining; numbers, quantities, and proportions, and other things. We also usually translate each thing we think about into words because they represent things unmistakably and are the easiest to process. Because you can only be fully cognizant of one thought or, in some cases, two or three things at a time and cannot remember every detail of everything you are thinking about, to think better, write down what you are thinking. And if what you wrote is valuable, email yourself what you wrote. To quickly access it, include an access code, such as "ppp" or "123".

Think Using Short Words

Shorter words take less time to process. Think using short words; do not think using a wordy word or phrase. Ignore any wordy word or phrase that enters your brain.

Think a Specific Thought Only Once

Unless you need to, or foresee, that thinking the same thought will help you, do not think it again because it will hold you back.

Think Using Parataxis Sentences

Parataxis sentences are the most concise because they contain only independent phrases, omit conjunctions and other unneeded or unessential words, and give each idea equal importance.

ILLOGIC IDIOMS

Though the English language is essentially perfect, it contains at least 75 contronyms and many illogic words, phrases, and idioms you must be careful not to use.

Do not add “AL” at the end of “illogic” because though almost everyone says “illogicAL,” no one says “AL” after scientific” or after *every* word that ends in “ic”.

IT IS BEST NOT TO SAY

Head Over Heels in Love

“Head over heels in love with” is false because only when lying down is a person’s head not above their heels.

If the Opportunity Presented Itself

“If the opportunity presented itself” is illogic because an opportunity is not a person and cannot present itself. Instead, say, “If someone gave me the opportunity”.

It Goes Without Saying, That

Without realizing that they are contradicting themselves, some people say, “It goes without saying that” immediately before they say something that, as they just finished saying, “goes without saying”.

Meteoric Rise to Success

The idiom “Meteoric rise to success” is upside down because all the meteors we see from Earth are falling to Earth.

Near Miss

“The bullet ‘nearly missed’ the target” means the bullet “hit” it. Though mistakenly, the dictionaries continue stating that “near miss” means “a narrowly avoided collision or accident,” such as when two airplanes almost flew into each other; that idiom is illogic.

No Problem

Say “okay,” “perfect,” or “sure” because when someone says “no problem” or “not a problem,” it implies that there might have been a problem (thereby causing fear and anxiety), but that it was corrected.

No Worries

The word “worries” produces anxiety. Don’t say “No worries”, it sounds like “Now worry”.

Needless to Say

Without realizing that they are contradicting themselves, some people say, “Needless to say”, immediately before they say something they just finished saying is “needless to say.”

Quantum Leap

“Quantum leap” is false because a “quantum” is smaller than an atom.

Sanction

Don’t use the word “sanction” because it means “to allow”, and it also means “to punish”.

Sit Down or Stand Up

Don’t say, “sit down”, “sit”, says it. Don’t say “stand up”, “stand”, says it.

In Spanish, “sit” is “sientese,” “stand” is “parese,” “up” is “arriba”, down is “abajo”, and “cayó” is fell. If someone said, “sientese ABAJO” (sit down), “parese ARRIBA” (stand up), or “se cayó PARA ABAJO” (it fell DOWN) — any Spanish speaker would think the person who said any of those English phrases translated verbatim to Spanish was joking, and laugh. In most languages, people do not say “up” after “stand” or “down” after “sit”.

In Italian, sit is “sedersi.” In French, sit is “asseoir.” In Japanese, sit is “tachiagaru.” However, in Norwegian, they say “stå opp,” and in Swedish, they say “stå upp.”

The Alarm Went Off

Though when anyone says, “The alarm went off”, everyone knows the person means that the alarm started to ring, saying that is illogic. The correct phrase to say is, “The alarm started ringing”, “The alarm rang”, or “The alarm went on”.

Trial and Error

“Trial and Error” sets people up to fail. Instead, say, “Trial and Success or Failure.”

Understand

If you are an automobile mechanic standing under an automobile you lifted to see its undercarriage to find the cause of a malfunction, it makes sense to say that you are working to “understand” it. However, because anyone can usually comprehend most things better by observing them from above, not by standing under them (which is what “understand” says), say “comprehend”.

It fell

Though rain and snow fall from the sky and fruits and leaves fall from trees, most things only fall when someone drops them. If something fell because something you did caused it to fall, say, “I dropped it”, or “I let it fall”. Do not say, “It fell.” After saying, “it fell,” it is illogic to add “down”, because gravity never pulls matter up.

Biweekly or Bimonthly

“Biweekly” means two things: 1) two times each week, and 2) every two weeks. Anytime you say or write it, (in parentheses) specify one of its two meanings.

USUALLY OMIT

A

A CERTAIN AMOUNT OF

ABOVE ALL ELSE

ABSOLUTELY

ACCORDING TO MY (CALCULATIONS;
RESEARCH)

ACTIVE

ACTIVELY

ACTIVITY

ACTUAL

ACTUALLY

AFTER ALL

AFTER ALL IS SAID AND DONE

AFTER THAT

AGAIN

AH, ER, OH, UM

ALL BY (HERSELF; HIMSELF) (HE; SHE)

ALL THINGS CONSIDERED

ALL TOLD

ALLOW ME TO POINT OUT THAT

ALSO

(ALSO) NOTE THAT

ALTOGETHER

AMONG THEM ARE

AND

AND I WILL ALSO (ADD; NOTE; SAY) THAT

AND SO

AND STUFF LIKE THAT

AND THAT KIND OF STUFF

ANOTHER (INCREDIBLE; INTERESTING) THING

IS (THAT)

ANYHOW

ANYTHING IS POSSIBLE

ANYWAY

ARE YOU AWARE OF THE FACT THAT

ARE YOU COGNIZANT OF THE FACT THAT

ARGUABLY

AROUND

(ARRIVED AT; CAME TO; REACHED) A POINT

(IN HER LIFE) WHERE

AS _____ AS (HE, IT, SHE, THEY, WE) CAN BE

AS A WHOLE

AS BEST THEY COULD

AS DESTINY WOULD HAVE IT

AS EVERYBODY FOUND OUT

AS EVERYONE KNOWS

AS EVERYONE EXPECTED

AS EVERYONE KNOWS

AS THINGS HAPPENED

AS THINGS TURNED OUT

AS (IT WAS) EXPECTED

AS FAR AS ANYONE KNOWS

AS FAR AS

AS FAR AS I AM CONCERNED

AS FAR AS I CAN SEE

AS FAR AS I KNOW

AS FATE WOULD HAVE IT

AS FOR ME

AS I MENTIONED (EARLIER; BEFORE;

ONE MINUTE AGO)

AS I RECALL (THINGS)

AS I SAID (BEFORE; EARLIER)

AS I SEE IT

AS IF THAT WERE NOT (BAD; GOOD) ENOUGH

AS IS USUALLY THE CASE

AS (IT; THINGS) HAPPENED

AS (IT WAS TO BE) EXPECTED

AS MUCH AS POSSIBLE

AS MUCH AS YOU (POSSIBLY) CAN

AS POSSIBLE

AS PREVIOUSLY (MENTIONED; STATED)

AS SOME PEOPLE SAY

AS THE CASE MAY BE

AS THE OLD SAYING GOES

AS THEY SAY

AS THINGS STAND (RIGHT NOW)

AS THINGS TURNED OUT

AS TIME GOES ON

AS TIME PASSES

AS USUAL

AS WE (ALL) KNOW

AS WE HAVE ALL EXPERIENCED

(AT ONE TIME OR ANOTHER)

AS WE SPEAK

AS WELL (AS)

AS YOU ARE NOW BEGINNING TO SEE

AS YOU ARE NOW SEEING

AS YOU CAN SEE

AS YOU (MAY BE; ARE) (AWARE; KNOW)

AS YOU MAY BE STARTING TO SEE

AS YOU MIGHT HAVE HEARD

ASIDE FROM THAT

AT ALL

AT ANY RATE

AT LAST

AT THE END OF THE DAY

AT THIS POINT (IN TIME)

AT THIS STAGE IN MY LIFE I REALIZE THAT

AT THIS TIME

B

BE ADVISED THAT

BE AWARE THAT

BE IT

BE THAT AS IT MAY (BE)

BEFORE I TELL YOU WHAT I'M GOING TO

TELL YOU

BELIEVE IT OR NOT

BELIEVE ME

BESIDES

BEYOND A SHADOW OF A DOUBT

BOTH (OF THEM) (_____ AND _____)

BOTTOM LINE (IS)

BRIEFLY (PUT; STATED)

BUT AGAIN

BUT, HEY!

BUT I RECALL

BUT I REMEMBER

(BUT,) LET ME TELL YOU

BUT WAIT, THERE'S MORE (TO THIS STORY)

(BUT,) I HAVE TO SAY

(BUT,) LET ME TELL YOU

BY

BY ALL MEANS (NECESSARY; POSSIBLE)

BY ANY CHANCE

BY DEFINITION

BY DEFINITION, IT WAS A CASE OF

BY THAT, I AM NOT SAYING THAT

BY THAT I DO NOT MEAN TO (IMPLY; SAY)) THAT

BY THE WAY

C

CERTAIN THINGS SUCH AS

CERTAINLY

CHANCES ARE (THAT)

CLEARLY

COME TO THINK OF IT

COMPARATIVELY

CONCEIVABLY

CONCERNING

CONSEQUENTLY

COTTON PICKIN'

D

DEBATABLY

DEDICATING TIME TO

DEFINITELY

DEGREE OF

DELIBERATELY

DEMONSTRABLY

DESTINED TO BE

DO (as in "I DO know, say "I know")

DOES (as in "that DOES sound good", say "sounds good")

DO YOU KNOW WHAT I AM SAYING ?

DO YOU KNOW WHAT I MEAN ?

DON'T FORGET

DON'T TELL ME

DON'T WE

DON'T YOU THINK ?

DUE TO (MANY) DIFFERENT FACTORS

E

EASILY

EFFECTIVELY

EITHER

EITHER ONE OF THEM

EITHER WAY

ENTIRELY

ESSENTIALLY

EVEN

EVEN IF I HAVE TO SAY SO MYSELF

EVERYONE IN SOCIETY

EVERYONE KNOWS

EVIDENTLY

EXACTLY

EXPERIMENTALLY

F

FATEFUL

FEW KNOW (THAT)

FINALLY

FIRST OFF

FOR ALL I KNOW

FOR ALL INTENTS AND PURPOSES

FOR (ANY NUMBER OF; VARIOUS) REASONS

FOR BETTER OR (FOR) WORSE

FOR HEAVEN'S SAKE

FOR ME (PERSONALLY)

FOR ONE THING

FOR SOME REASON

FOR STARTERS

FOR THAT MATTER

FOR THE RECORD

FOR VARIETY'S SAKE

FOR YOUR INFORMATION

FORTUNATELY; UNFORTUNATELY

FRANKLY (SPEAKING)

FROM MY POINT OF VIEW

FROM (MY; OUR) STANDPOINT



HAPPENS TO BE

HAVING SAID THAT

HERE IS MY QUESTION (TO YOU)

HERE IS ONE MORE QUESTION FOR YOU

HERE WE GO AGAIN

HERE'S THE THING

HEREBY

HEREWITH

HEY

HIGHLY

HOLD ON (THERE)

HOLD ON TO YOUR HAT (NOW)

HOLD YOUR HORSES

HONEST TO GOODNESS

HONESTLY

HONESTLY SPEAKING

HOPEFULLY

HOW ABOUT THAT

HOW CAN I SAY

HOW DO YOU LIKE THAT

HOW SHALL I SAY

HOW SHALL WE SAY

HYPOTHETICALLY (SPEAKING)



I (AM; FEEL) ONE HUNDRED PERCENT CERTAIN
THAT

I ALSO WANT TO TELL YOU THAT

I AM (ABSOLUTELY; TOTALLY) SPEECHLESS

I AM AFRAID (TO (HAVE TO) SAY THAT)

I AM CALLING TO SAY THAT

I AM CERTAIN THAT

I AM CONVINCED THAT

I AM CURIOUS TO KNOW (HOW; WHAT; WHO;
WHEN; WHERE; WHY)

I AM GLAD TO SAY (THAT)

I AM GOING TO ASK YOU THIS NOW

I AM GOING TO END WITH THE FOLLOWING

I AM GOING TO END WITH THIS

I AM GOING TO SAY THAT ONE MORE TIME

I AM GOING TO TELL YOU AN INTERESTING
STORY

I AM GOING TO TELL YOU (RIGHT HERE) THAT

I AM GOING TO TELL YOU THE REASON

I AM HAPPY TO REPORT THAT

I AM HERE TO SAY THAT

I AM (NOT) GOING TO REPEAT THAT (AGAIN)

I AM NOT GOING TO SAY THAT

I AM NOT SAYING THAT

I AM NOT TALKING ABOUT

I AM (NOW) STARTING TO SEE THAT

I AM TELLING YOU
I ASSURE YOU (THAT)
I BELIEVE; KNOW; THINK) THAT
I BELIEVE (WITH ALL MY HEART)
I CAN FINALLY SEE THAT
I (CAN) (NOW) SEE THAT
I CAN'T (SAY; TELL YOU) HOW MUCH
I CAN'T TELL YOU HOW _____ I FEEL
I CAN'T TELL YOU HOW MUCH
I CONSIDER IT TO BE
I DARE SAY (THAT)
I FEEL
I FEEL COMPELLED TO SAY THAT
I GOTTA TELL YOU
I HAPPEN TO (AGREE; BELIEVE; THINK)
I HAVE (WANTED: BEEN WANTING) TO ASK YOU
I HAVE GOT TO SAY THAT
I HAVE NEWS FOR YOU
I HAVE OFTEN WONDERED
I HAVE STARTED TO SEE (HOW; THAT; WHY)
I HAVE (RECENTLY) NOTICED THAT
I HAVE TO SAY THAT
I HAVE TO TELL YOU THAT
I HONESTLY BELIEVE THAT
I HAVE TO ASK YOU (THE FOLLOWING
QUESTION; THIS)
I (JUST) GOTTA SAY
I (JUST) HAVE TO TELL YOU)
I JUST NOTICED THAT

I JUST REALIZED THAT
I JUST WANT TO ASK YOU
I JUST WANTED TO MENTION THAT
I (KIND OF) RECKON(ED) THAT
I KNOW
I KNOW (FOR SURE) THAT
I KNOW WHAT I KNOW
I MEAN, HEY
I MIGHT AS WELL (ADD THAT; TELL YOU THAT)
I MIGHT SAY PARENTHETICALLY
I MUST ADMIT THAT
I MUST SAY THAT
I NEED TO ASK YOU THIS QUESTION
I NOTICE(D) THAT
I PERSONALLY BELIEVE
I PERSONALLY FEEL
I PERSONALLY (THINK; THOUGHT)
I POSIT THAT
I REALIZE THAT
I RECALL THAT
I REGRET TO SAY
I REMEMBER THAT
I SAY TO YOU
I SEE THAT
I SUSPECT THAT
I TAKE IT YOU ARE
I TELL YOU
I THINK (THAT)
I THINK I AM GOING TO END WITH THIS

I THINK I'LL END WITH THIS

I TRULY BELIEVE

I WANT EVERYONE (IN THE (ENTIRE) WORLD)

TO KNOW THAT

I WANT TO ASK YOU

I WANT TO BE SURE TO TELL YOU THAT

I WANT TO CALL YOUR ATTENTION

TO THE FACT THAT

I WANT TO KNOW

I WANT TO POINT OUT THAT

I WANT TO REPEAT THAT

I WANT TO TELL YOU THAT

I WANT YOU TO KNOW THAT

I WAS THINKING

I WAS THINKING OF ASKING YOU

I WAS WONDERING

I WILL ADD THAT

I WILL ADMIT THAT

I WILL ALSO SAY THAT

I WILL REPEAT THAT

I WILL SAY THAT

I WISH I DIDN'T HAVE TO SAY THIS, BUT

I WONDER

I WOULD LIKE TO ASK YOU

I WOULD LIKE TO KNOW

I WOULD LIKE TO POINT OUT THAT

I WOULD LIKE TO SAY THAT

I WOULD LIKE TO TAKE THIS OPPORTUNITY TO

I WOULD SAY

I WOULD SAY THAT

I WOULDN'T SAY THAT

I WOULDN'T SAY THAT, I WOULD SAY _____

I'D LIKE TO TAKE THIS OPPORTUNITY TO SAY
THAT

I'D REALLY LIKE TO KNOW

I'LL HAVE YOU KNOW THAT

I'LL SAY THAT MUCH

I'LL SAY THIS MUCH ABOUT (HER; HIM; IT;
THAT)

I'LL SAY THIS

I'LL TELL YOU THAT

I'LL TELL YOU THIS (MUCH)

I'LL TELL YOU WHAT

I'M HERE TO SAY THAT

I'M JUST CURIOUS

I'M TELLING YOU

IF DOABLE

IF ANYTHING

IF I WERE YOU, I WOULD (JUST)

IF IT IS POSSIBLE

IF NECESSARY

IF NEEDED

IF POSSIBLE

IF THAT IS THE CASE, (THEN)

IF YOU (CAN) BELIEVE THAT

(THEN YOU WILL BELIEVE ANYTHING)

IF YOU WANT TO KNOW THE TRUTH ABOUT IT

IN (A; ONE) WORD

IN ACTUALITY

IN A NUTSHELL

IN A VERY REAL SENSE

IN A WAY

IN ALL HONESTY

IN ALTITUDE

IN ANY EVENT

IN ANY WAY AT ALL

IN ANY WAY I CAN

IN ANY WAY WHATSOEVER

IN CERTAIN WAYS

IN CONCLUSION

IN CREATION

IN DEEPNESS

IN DEPTH

IN DIFFERENT WAYS

IN DUE TIME

IN ELEVATION

IN HEIGHT

IN LIFE

IN MAGNITUDE

IN MY CASE

IN MY (HUMBLE) OPINION

IN NATURE

IN ONE OR TWO WORDS

IN ONE WAY OR ANOTHER

IN ONE WORD

IN OTHER WORDS

IN PLAIN ENGLISH

IN PRACTICE

IN QUANTITY

IN REALITY

IN SCOPE

IN SHORT

IN SIZE

IN SOME WAYS

IN SUMMARY

IN SYNTHESIS

IN TERMS OF

IN THAT CASE

IN THE FIRST PLACE

IN THE HISTORY OF THE WORLD

IN THE PROCESS OF

IN THE REAL WORLD

IN THE WORLD

IN THIS CASE

IN TIME

IN VOLUME

IN WIDTH

IN YOUR OWN WORDS (CAN YOU) (PLEASE

TELL US)

INCONTESTABLY

INCONTROVERTIBLY

INCREDIBLE, BUT TRUE

INCREDIBLY

INDEED

INDISPUTABLY

INDUBITABLY

INITIALLY

INSTEAD

INTENTIONALLY

INTERESTINGLY

INTERESTINGLY ENOUGH

INTRINSICALLY

IRONICALLY

IRREFUTABLY

IRREGARDLESS (OF) [IR is unneeded]

IS A THING THAT

IS WHAT I AM GETTING AT

IT COULD BE SAID THAT

IT ENTAILS

IT FEELS LIKE

IT GOES TO SHOW YOU THAT

IT GOES WITHOUT SAYING THAT

IN INVOLVES

IT IS A FACT THAT

IT IS CLEAR TO SEE THAT

IT IS CONCEIVABLE THAT

IT IS HELPFUL TO (KEEP IN MIND; REMEMBER)

THAT

IT IS IMPORTANT TO NOTE THAT

IT IS MY (CONVICTION; BELIEF; VIEW) THAT

IT IS MY DUTY TO SAY THAT

IT IS NO WONDER THAT

IT IS POSSIBLE THAT

IT IS TIME TO

IT IS WIDELY KNOWN THAT

IT JUST DAWNED ON ME THAT
IT JUST HIT ME THAT
IT JUST SO HAPPENS THAT
IT MUST BE UNDERSTOOD THAT
IT OCCURS TO ME THAT
IT REMAINS TO BE SEEN (IF; WHETHER)
IT SEEMS TO ME THAT
IT SHOULD BE NOTED THAT
IT STANDS TO REASON THAT
IT TURNED OUT TO BE A
IT WAS A TIME (BACK) WHEN
IT'S CLEAR (TO SEE) THAT
IT'S JUST A MATTER OF TIME
IT'S JUST THAT
IT'S ONLY A MATTER OF TIME (BEFORE; TILL;
UNTIL)
IT'S THAT KIND OF (A) THING

J

JUST
JUST A MOMENT (THERE)
JUST AS IMPORTANTLY (KEEP IN MIND)

K

KEEP IN MIND THAT
KIND OF

KNOW WHAT I MEAN

KNOW WHAT I'M SAYING

KNOWN

KNOWN TO BE

KNOWN TO MAN



LAST BUT NOT LEAST

LASTLY

LET ME ASK YOU (THIS)

LET ME REPEAT THAT

LET ME SAY THAT

LET ME SAY THAT AGAIN

LET ME TELL YOU A STORY

LET ME TELL YOU (THAT)

LET'S END WITH

LET'S GET DOWN TO BUSINESS

LET'S GET STARTED

LET'S (JUST) SAY

LET'S START WITH

LET'S STOP BEATING AROUND THE BUSH

LIKE ALL THINGS

LIKE ANYTHING ELSE

LIKE (EVERYTHING ELSE; MOST THINGS)

LIKE MOST PEOPLE

LIKE MOST THINGS

LISTEN HERE

LISTEN TO (ME; THAT; THIS (ONE))

LISTEN TO THE SOUND OF MY LIPS

LISTEN TO WHAT I AM GOING TO TELL YOU

LISTEN TO WHAT I AM ABOUT TO TELL YOU

LISTEN TO WHAT I AM SAYING TO YOU

LITERALLY

LO AND BEHOLD

(LOOK AT IT; THINK OF IT) THIS WAY

LUCKILY FOR (HER; HIM; ME; THEM; US; YOU)

M

MAY I ASK (YOU)

(HE; I; SHE; THEY; WE; YOU) MIGHT AS WELL

MOREOVER

MOST CERTAINLY

MY CONCLUSION IS THAT

MY (GUT) FEELING IS THAT

MY QUESTION TO YOU IS

MY THEORY IS THAT

MY WAY OF LOOKING AT IT IS

N

NAMELY

NATURALLY

NEEDLESS TO SAY

NEXT

NO DOUBT

NO LESS THAN

NO ONE KNOWS THAT

NO QUESTION ABOUT IT

NONE OTHER THAN

NONETHELESS

NOT EVERYTHING IS POSSIBLE

NOT (IN) THE LEAST (BIT)

NOT ONLY _____, BUT ALSO _____

NOT OTHERWISE

NOT THE (CONTRARY; INVERSE; OPPOSITE;
REVERSE)

NOT THE OTHER WAY AROUND

NOT SOLELY

NOT TO BEAT AROUND THE BUSH, BUT

NOT TO MENTION

NOT TO SAY

NOTE (WELL) THAT

NOTHING BUT

NOTHING LESS THAN

NOTICE THAT

NOTING OTHER THAN

NOTWITHSTANDING

NOW

NOW AS (ALWAYS; BEFORE; THEN)

NOW AS (MUCH AS) EVER

(NOW) I SAY TO YOU

NOW THAT WE GOT THAT OUT OF THE WAY

NOW THAT YOU MENTION IT

NOW YOU KNOW

NUFF SAID

O

OBVIOUSLY (BUT WORTH MENTIONING)

OBVIOUSLY OBVIOUS

OF ANY KIND

OF COURSE

OH BABY

OH BOY

OH MAN

OH MAN, I AM TELLING YOU

OH MY GOD

ON A SEPARATE MATTER

ON PURPOSE

ON THE CONTRARY

ON THE FLIP SIDE

ON THE ONE HAND (AND ON THE OTHER HAND)

ON THE OTHER HAND

ON THE WHOLE

ON TOP OF (ALL) THAT

ON TOP OF IT ALL

ONE NEVER KNOWS

ONE THING IS CERTAIN

ONLY

OR NOT

OR SOMETHING (LIKE THAT; SIMILAR)

OUT OF NOWHERE

OUT OF THE BLUE

OUTRIGHT

OVER THE YEARS (I HAVE)

OVERALL

P

PARTICULAR

(PEOPLE; SOME; THEY) SAY THAT

PERHAPS

PERSONALLY (SPEAKING)

PHENOMENON

PLEASE BE ADVISED THAT

PLEASE NOTE (THAT)

POSSIBLY

PRECISELY

PROFESSIONALLY SPEAKING

Q

QUICK QUESTION

QUITE (A BIT)

QUITE FRANKLY

R

RATES UPON REQUEST

REALLY

REGARDLESS OF

REGRETTABLY

REMEMBER

REMEMBER THAT

REMEMBER TO

REST ASSURED (THAT)

RIGHT AWAY

RIGHT HERE (AND) RIGHT NOW

RIGHT THEN AND THERE

(RIGHT) ON-THE-SPOT

S

SADLY

SAID DIFFERENTLY

SAID IN A DIFFERENT WAY

SAY

SERIOUSLY

SHEER

SIMPLY

SIMPLY PUT

SO THAT WE CAN UNDERSTAND ONE ANOTHER

BETTER

(SO) THE STORY GOES

SO-CALLED

SOME KIND OF

SOME THINGS ARE IMPOSSIBLE

SOME THINGS ARE POSSIBLE

SOME TYPE OF

SOMEHOW (IN THE WORLD)

SOMETHING IS TELLING ME (THAT)

SOMETHING TELLS ME

SOMETIMES I WONDER

(IF; WHEN; WHERE; WHETHER; WHO; WHY)

SOMEWHAT

SOMEWHERE AROUND

SOMEWHERE CLOSE TO

SOMEWHERE IN THE NEIGHBORHOOD OF

SOMEWHERE IN THE VICINITY OF

SOONER OR LATER

SPEAKING ABOUT

SPEAKING OF

SPONTANEOUSLY

STRANGE TO SAY

STRICTLY SPEAKING

SUBSEQUENTLY

SUFFICE IT TO SAY

SURPRISINGLY OR NOT

T

TAKE IT OR LEAVE IT

TALKING ABOUT

TELL YOU WHAT

THANK YOU AGAIN

THAT

THAT (VERY) INSTANT

THAT BEING SAID

THAT IS NOT AN EXAGGERATION

(IT REALLY HAPPENED) (TO ME)

THAT IS TO SAY

THAT KIND OF (A) THING

THAT MEANS

THAT (VERY) MOMENT

THAT (VERY) INSTANT

THE

THE ANSWER (IS; MAY BE; MIGHT BE)

THE BETTER PART OF

THE BOTTOM LINE IS THAT

THE CONCEPT OF

THE CONDITION OF

THE EPITOME OF

THE FACT IS

THE FACT (STILL) REMAINS (THAT)

THE FACT OF THE MATTER IS

THE FACT THAT

THE _____ FACTOR

THE FIRST THING I WOULD LIKE TO SAY IS

THAT

THE FIRST THING I'M GOING TO DO IS

THE FLIP SIDE IS

THE FOLLOWING

THE HELL

THE IMPORTANT THING IS THAT

THE INS AND OUTS OF

THE NEXT THING (HE DID; THAT HAPPENED)

WAS THAT

THE NEXT THING I WANT TO TALK ABOUT IS

THE NOTION OF

THE ONE AND ONLY
THE POINT BEING
THE POINT IS
THE PRACTICE OF
THE PRESENCE OF
THE QUESTION (ARISES; IS; OF)
THE REALM OF
THE REASON
THE SITUATION IS THAT
THE THING IS
THE TIME HAS COME (FOR US) TO
THE TRUTH IS
THE TRUTH (OF THE MATTER) IS
THE (VERY) IDEA OF
THE (VERY) NOTION OF
THE WAY I INTERPRET IT IS
THE WAY I LOOK AT IT IS
THE WAY I SEE IT IS
THE WAY I SEE THINGS
THEN
THEN AGAIN
THERE ARE NO WORDS TO EXPRESS HOW I FEEL
THERE, I SAID IT
THERE IS NO DOUBT THAT
THERE IS ONE THING I HAVE NOT TOLD YOU
THERE IS SOMETHING I HAVE NOT TOLD YOU
THEREFORE
THEY ARE ALL (ALIKE; THE SAME)
THINGS (LIKE; SUCH AS)

THIS CASE INVOLVES
THOUGH EVERYTHING IS NOT INTERRELATED
THOUGH NOT EVERYTHING IS INTERRELATED
TIME WILL TELL
TO A LESSER OR GREATER DEGREE
TO BE BRIEF
TO BE FRANK (ABOUT IT)
TO BE HONEST (ABOUT IT)
TO BE SHORT
TO BE SURE
TO BEGIN (WITH)
TO CLARIFY
TO CONCLUDE
TO CUT TO THE CHASE
TO MAKE A LONG STORY SHORT(ER)
TO MAKE MATTERS (EVEN) WORSE
TO ME
TO START (WITH)
TO SUM UP
TO SUMMARIZE
TO THE CONTRARY
TO TOP IT (ALL) OFF
TRIAL AND ERROR [say "Trial and Success"]
TRULY
TYPE OF



ULTIMATELY

UNAMBIGUOUSLY

UNDENIABLY

UNDOUBTEDLY

UNEQUIVOCALLY

UNEXPECTEDLY

UNFORTUNATELY; FORTUNATELY

UNIQUE IN ITS OWN WAY

UNMISTAKABLY

UNPREDICTABLY

UNQUESTIONABLY

UTTER

V

VERY

(VERY) FEW PEOPLE KNOW THAT

VIRTUALLY

W

WE CAN SAFELY SAY THAT

WE CAN SEE THAT

WELL, I THINK THAT

WELL (NOW)

WERE YOU AWARE THAT

WHAT COULD BE CALLED (A; AN)

WHAT DO YOU THINK ABOUT THIS

WHAT HAPPENED NEXT WILL AMAZE YOU

WHAT I AM GOING TO TELL YOU (HERE TODAY)

IS THAT

WHAT I NEED TO (SAY (TO YOU); TELL YOU) IS

WHAT I (WILL; WOULD) CALL

WHAT I WANT TO SAY IS (THAT)

WHAT I WOULD LIKE TO KNOW IS

WHAT IN CREATION IS THAT

WHAT IS (REALLY) GOING ON IS THAT

WHAT IT (ALL) COMES DOWN TO IS

WHAT THAT MEANS (IS) (THAT)

WHAT WE ARE TALKING ABOUT IS

WHAT — FOR LACK OF A BETTER EXPRESSION —

I WILL CALL (A)

WHAT'S EVEN MORE (INEXPLAINABLE;

ODD; STRANGE)

WHAT'S IMPORTANT IS (NOT)

WHAT'S MORE

WHEN ALL IS SAID AND DONE

WHEN IT COMES (DOWN) TO

WHEN IT HAPPENS, WE'LL KNOW

WHEN YOU GET RIGHT DOWN TO IT

WHEN YOU STOP AND THINK ABOUT IT,

YOU WILL SEE THAT

WHETHER YOU) BELIEVE IT OR NOT

WHICH (ARE; (JUST) HAPPENS TO BE; IS;

WAS; WERE; WILL BE)

WHILE I HAVE YOUR ATTENTION

WHILE WE'RE AT IT (WE MIGHT AS WELL)

WINDS UP

WHO (ARE; IS; WAS; WERE; WILL BE)

WHY DON'T YOU (JUST) TELL US

WHY NOT

WITH THAT IN MIND

WORDS CAN NOT EXPRESS

WORSE

WORST

WOULD YOU BELIEVE

Y

YES INDEED

YOU ARE NOT GOING TO BELIEVE THIS, BUT

YOU CAN REST ASSURED KNOWING (THAT)

YOU CAN SAY THAT AGAIN

YOU COULD SAY (THAT)

YOU KNOW

YOU KNOW SOMETHING

YOU KNOW WHAT I MEAN

YOU MAY NOT BELIEVE WHAT I AM ABOUT TO

TELL YOU, BUT

YOU MIGHT AS WELL

YOU MIGHT NOT BELIEVE THIS, BUT

YOU NEED TO

YOU NEED TO KNOW THAT

YOUR GUESS IS AS GOOD AS MINE

YOU'RE NOT GOING TO BELIEVE THIS BUT

SAY IT CONCISELY

The Internet Game

The “Say It Concisely” game goes on the air live on the World Wide Web. The theme song plays. The host dashes to center stage, smiles and waves. The PLEASE APPLAUD signs light up, the audience applauds and he says, “Hi, everybody! I’m ‘Apparently It Looks Like,’ welcome to ‘Say it Concisely,’ the Internet game in which two contestants in our studio and one contestant joining us remotely via webcam win thousands of dollars by choosing the brief way to say an expression.

Today, our contestants are Winona Wordy, a housewife in Hawaii.” She smiles and the audience applauds.

“Barbarella Syllably, a kindergarten teacher in the United Kingdom.” She is elegant, wears black-rimmed glasses, and enunciates perfectly. She smiles and the audience applauds.

“And Larry Lettery, a Concise Articulation teacher playing by webcam from Don’t Lie To Yourself, New Zealand.”

A video monitor atop the podium between Winona’s and Barbarella’s podiums streams Larry’s face.

“Good morning, Larry.”

“Good morning, ‘Apparently It Looks Like’.” The audience applauds.

The host says, “Brief words and phrases have less letters and syllables, less beats, and let us communicate faster. Long words and wordy expressions waste time. Short words and concise expressions save time. The first way I announce an expression could be the brief way, or it could be the wordy way. The contestants who pick the correct way to say an expression win thousands of dollars.”

Above the host, a video monitor displays one version of an expression in black letters on a white background, and beneath it, its other version in white letters on a black background.

“Anyone — anywhere in the world — can play “Say It Concisely” with us by clicking the correct version of the expressions I will announce on any device connected to the Internet.

Is everyone ready?”

Everyone nods happily.

“Let’s begin with Winona Wordy. Winona, the first question is for you. Which expression is shorter and correct: In spite of the fact that. Or, though?”

“Though.”

“Correct! Winona. You win one-thousand dollars!”

Winona pumps her arms up-and-down, and her legs in and out. Everyone is shocked but laughs.

“Larry Lettery, my second question is for you. Which expression is more concise, Evidence that, or Evidence which supports that?”

“Evidence which supports that.”

BRRRRRR!

“Sorry, Larry. You answered wrong. The concise way to say that is, Evidence that. Saying, which supports is obvious — thus unneeded.”

“The next question is for Barbarella Syllably. Barbarella, option one is: Violates. Option two is: Is in violation of. Which version is concise?”

“Violates.”

“Yes! Barbarella, you win one-thousand dollars!”

Barbarella is jubilant. The audience applauds!

“We’ll be right back with our \$2,000-dollar questions.”

Two commercials play.

“Welcome back, everybody! Is everyone ready for our \$2,000 questions?”

“Yes!”

“Winona, it’s your turn again! Which version is concise and correct: Come to an end? Or, End?”

“Come to an end.”

BRRRRRR!

“Sorry, Winona, you chose the unconcise way.”

“Awh!”

“Let’s go via the World Wide Web to Larry Lettery in Don’t Lie To Yourself, New Zealand.

Larry, which expression is concise: The degree to which? Or How much?”

“How much.”

“Yes, yes, yes, Larry — you are correct. And you win \$2,000!”

Everyone applauds.

“Now, it’s Barbarella Syllably’s turn. Barbarella, your first option is: In the event that. Your second option is, If. Which version is correct?”

“In the event that.”

“No, Barbarella, sorry. Your answer is wrong.”

She says, “Shucks!” and swings her arm and accidentally punching herself in the face.

Everyone cracks up.

“Are you okay, Barbarella?” She nods.

“Okay, everybody... we’ll be right back with our \$5,000 questions.”

Two commercials play.

“Alright! Is everybody ready for our \$5,000 questions?”

The contestants pump their arms and cheer. The audience mimics them, and a group of teenagers imitate Winona Wordy’s peppy leg pumping.

The “Electronic Droplets” song plays.

“Okay, Winona. Are you ready for your \$5,000 question?”

“Yes, I am ready, ‘Apparently It Looks Like’.”

“Okay, Winona. Is it concise to say: In the direction of? Or, Toward?”

Winona bites her lip as if asking a question and says, “In the direction of...?”

“No! Winona. You chose the wordy version.”

She says, “Ahhh!!!” and clenches her teeth.

“Let’s go to Larry Lettery in New Zealand. Okay, Larry. Here’s your \$5,000 question. Which version do you think is the most brief:

“Needs not? Or, Does not have to?”

“Needs not.”

“Yes-yes-yes Larry! You are correct, and you win the “Grand Prize!” Larry is ecstatic.

The audience applauds, and the teenagers pump their legs again.

“Now, it’s Barbarella Syllably’s turn.

Barbarella, which expression do you think is brief and correct: Complete stranger? Or, Stranger?”

Clasping her lips, she says, “Complete stranger.”

BRRRRRR!

“No-oh-oh Barbarella. Sorry. All strangers are complete strangers.”

Barbarella close to collapses.

“Are you okay, Barbarella?”

She nods.

“Okay. That makes Larry Lettery — playing via webcam from New Zealand — our new “Say It Correctly” champion! Congratulations, Larry!”

We hear a SWOOSH sound.

“Larry, we just sent a \$7,000 Certified Money Order to your computer.”

“Yes, ‘Apparently It Looks Like,’ my \$7,000 check is on my desktop. Thank you so much!”

“You are most welcome. To Winona Wordy, Barbarella Syllably, Larry Lettery, and to our viewers who played remotely on their mobile device, computer, or tablet, thank you all for playing Say It Concisely, the international Internet game. And thanks to everyone for watching. Until next time, as far as I can tell, take it or leave it, tell you what, any way you say it, ‘I’m Apparently It Looks Like’ — or so it seems!”